



CITY OF HOUSTON

Annise D. Parker

Mayor

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January 7, 2015

**SUBJECT: Letter of Clarification No. 67- 68 Self- Insured Workers' Compensation
Third Party Administration & Related Services**

REFERENCE: Request for Proposal (RFP) No. S66-T25102

TO: All Prospective Proposers

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

67. Question:

Regarding Exhibit III - References, the top line states List of Previous Customers. Does it need to state List of Current Customers?

67. Answer:

We have updated Exhibit III to include one page for Previous Customers and one page for Current Customers.

68. Question:

In regards to question:

2.13 The City requires a full time dedicated on-site account manager. Confirm that you can meet this requirement.

Will this be located on the City's premises or at the TPA's office and is this position a claims manager or account manager?

68. Answer:

The City is requesting an Account Manager and would like to see this person on site.
All plans and suggestions for this service level will be reviewed.

Sincerely,

Kim Smith

Department of Workers' Compensation Division